## How to log in to the internal Children's Minnesota network

- 1. Open a web browser (e.g. Chrome, Internet Explorer, Safari) from a computer, laptop or mobile device and go to the Children's Minnesota web site (<u>https://www.childrensmn.org</u>)
- 2. Once you are on the website, click on the "Employee & Physician Login" link at the top of the page (see screen shots below)

**Desktop view:** 

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Children's MINNESOTA	YOUR V	ISIT 🗸	CARE & SERVICES 🗸	HEALTH PROFESSIONALS 🗸	GET INVOLVED 🗸	I WANT TO	

Mobile view: Open menu, then click "Employee & Physician Login" link



3. Enter your Username (Employee Number) and Password. Click on the "SIGN IN" button.

Children'	s Secure	Access
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4. Once signed in, click on the "Children's Star Net" link in the list of options.

Web Bookmarks	
Submit a Ticket to the I	TS Help Desk
New User Password Res	et
Children's Telephone Di	rectory
Children's StarNet	

5. Next, on the Star Net homepage, click on the alert bar titled "COVID-19: Get the latest information here." This will take you to the COVID-19 Star Net page.

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Children's	Star	Net	Star	Net 🗸 S	Search	Q
Home	Employee Hub	Learning & Education	Children's Way	Projects & Initiatives	How Do I	Emergency & Safety
Star Net Home		COVID-19:	Get the latest	t information I	nere	>

6. On the COVID-19 Star Net page, scroll down to the first red section, titled "Vaccine." Click on the link for "COVID-19 vaccine opt in/opt out form."

## **Clinical Information**

a COVID-19 vaccine information ∂ COVID-19 vaccine opt in/opt out form	

7. Complete the COVID-19 opt-in and opt-out form.